DNSC's ESOHMS

DOCUMENT CONTROL POLICY TRAINING

Introduction

- The following information is part of your Environmental, Safety and Occupational Health Management System (ESOHMS).
- Remember that ***YOU*** are the key to maintaining a safe and healthy work environment.
- Go to the "***I Am The Key***" link on DNSC's Home Page for more information on the ESOHMS and DNSC's document control policy.

Click the ***I Am The Key*** link on the DNSC Home Page

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Defense National Stockpile Center HQ Fort Belvoir, Virginia

Our Vision

ONE TEAM...ONE FOCUS

AROUND THE CLOCK, AROUND THE WORLD

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I Am The Key - ESOHM

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Click the ***IGD Manual*** link on the ESOHMS Home Page

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INTRODUCTION

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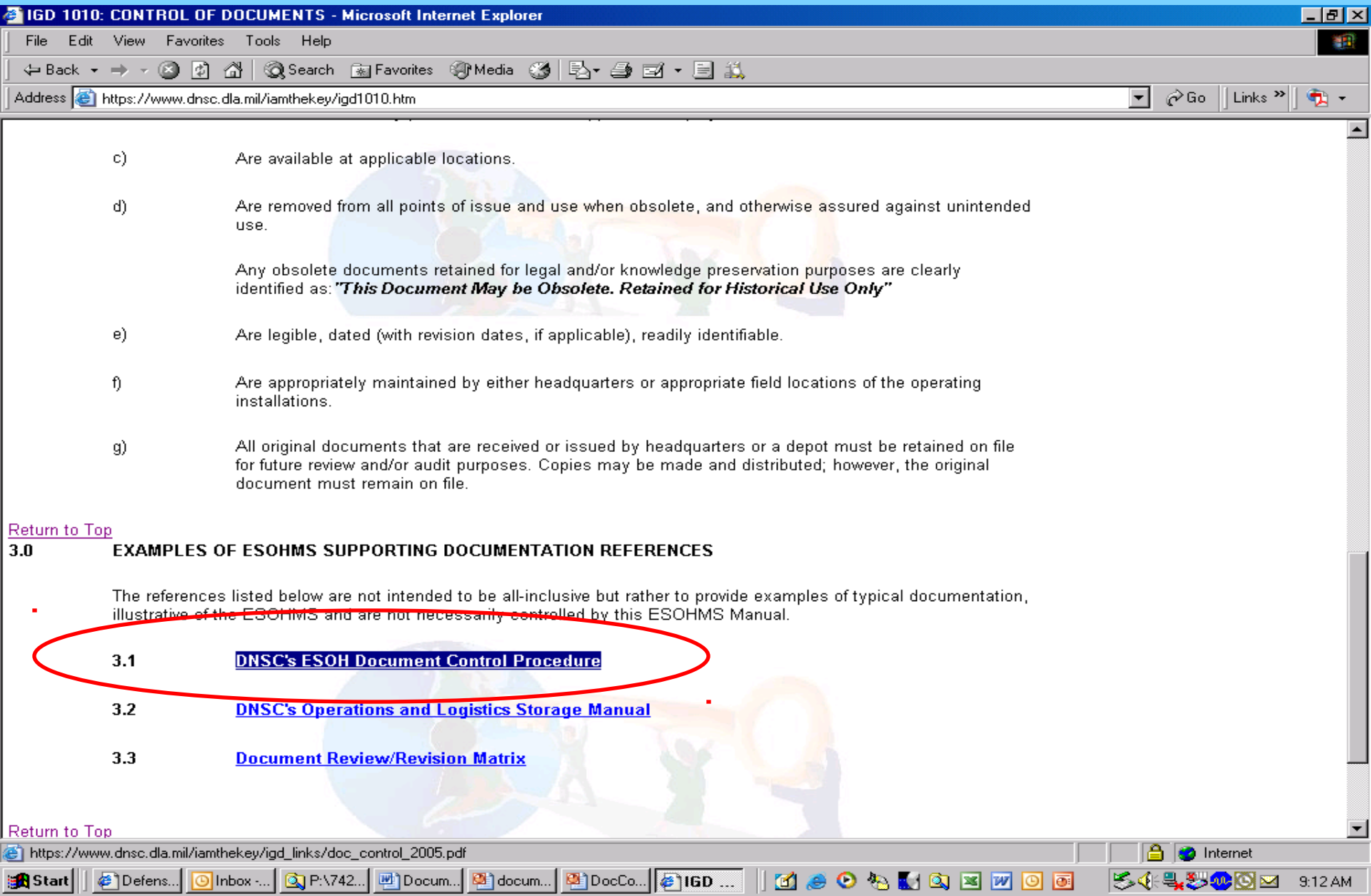
Click the link for ***IGD 1010: Control of Documents***

Find the policy link at the bottom of ***IGD 1010***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c) Are available at applicable locations.
d) Are removed from all points of issue and use when obsolete, and otherwise assured against unintended use.
Any obsolete documents retained for legal and/or knowledge preservation purposes are clearly identified as: "This Document May be Obsolete. Retained for Historical Use Only"
e) Are legible, dated (with revision dates, if applicable), readily identifiable.
f) Are appropriately maintained by either headquarters or appropriate field locations of the operating installations.
g) All original documents that are received or issued by headquarters or a depot must be retained on file for future review and/or audit purposes. Copies may be made and distributed; however, the original document must remain on file.
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3.0 EXAMPLES OF ESOHMS SUPPORTING DOCUMENTATION REFERENCES
The references listed below are not intended to be all-inclusive but rather to provide examples of typical documentation, illustrative of the ESOHMS and are not necessarily controlled by this ESOHMS Manual.
3.1 DNSC's ESOH Document Control Procedure
3.2 DNSC's Operations and Logistics Storage Manual
3.3 Document Review/Revision Matrix
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Purpose of this Training

1. To make you aware of DNSC's Document Control Policy.
2. Define terms to help you understand what a document is and why it needs to be controlled.
3. Help you understand the role that document control plays in your ESOHMS.

What is a Document?

DNSC's ESOHMS defines a "**document**" as:

Any written information that defines procedures for environmental or safety compliance with regulations, and/or conformance with the ESOHMS

What Is A “Controlled” Document?

In DNSC’s ESOHMS, **controlled documents** are:

- Approved prior to being issued.
- Reviewed and updated periodically.
- Typically are statements of policy, or help to describe or document the ESOHMS.

Examples of DNSC's Controlled Documents

- DNSC's Environmental, Safety & Occupational Health (ESOH) Policy Statement
- DNSC Respiratory Protection Program
- Storm Water Pollution Prevention Plans
- DNSC Occupational Safety & Health Regulations for Mercury

Why Is This Important?

- **Controlled documents contain critical information** about your work procedures, DNSC administrative policies, health and safety policies, and other information you need to know about your ESOHMS.
- **This information may change over time, and you need to know where to find the current version of these documents.**

DNSC's Controlled Documents

- Are all available on the ***I Am The Key*** website
- A list of controlled documents is available at IGD 1010-3.3.
- This list is also called the "Document Review and Revision Matrix", as found in the blue navigation bar on the Home Page *(see next slide).*

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Microsoft Excel - IGD-1010-3-3 (June2005).xls

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INTERPRETIVE GUIDANCE DOCUMENT (IGD)

Environmental, Safety and Occupational Health Management System

Defense National Stockpile Center

Version: June 2005

Document Review/Revision Matrix

Item No.	Title	IGD No.	Review/ Revision Due Date
1	DNSC's Environmental, Safety & Occupational Health (ESOH) Policy Statement	1001-3.1; 1004-2.1; 1004-2.3	Sep-05
2	Interpretive Guidance Document	1001-3.2;1009-3.1	Sep-05
3	Table 1, Significant Environmental Aspects and Safety, Occupational	1002-3.1	Sep-05
4	Table 2, Safety and Occupational Health Risks Evaluation	1002-3.2	Sep-05
5	Table 3, Pertinent Federal Laws that Impact DNSC Activities	1003-3.1	Sep-05
6	Table 4, State Environmental Regulations and Legislations	1003-3.2	Sep-05
7	Environmental Program Functional Elements Assignments	1003-3.3	Sep-05
8	Environmental Issues Matrix	1003-3.4; 1006-3.2	Sep-05
9	Operational Control Matrix	1003-3.5	Sep-05
10	Table 5a, Environmental, Safety and Occupational Health Objectives and Targets, Keyed to Significant Environmental Aspects and ESOH Policy	1004-3.5; 1005-3.1	Sep-05
11	DNSC Ergonomic Plan	1005-3.2	Dec-05
12	DNSC Radiation Protection Program	1005-3.4	Dec-05
13	DNSC Respiratory Protection Program	1005-3.5	Dec-05
14	Standard Operating Procedure for Commodity Closeouts	1005-3.6	Dec-05
15	DNSC Asbestos Management Plan	1005-3.7	Dec-05
16	DNSC Occupational Safety & Health Regulations for Hearing	1005-3.8	Dec-05
17	DNSC Occupational Safety & Health Regulations for Iodine	1005-3.9	Dec-05
18	DNSC Occupational Safety & Health Regulations for Lead	1005-3.10	Dec-05
19	DNSC Occupational Safety & Health Regulations for Mercury	1005-3.11	Dec-05
20	DNSC Occupational Safety & Health Regulations for PCBs	1005-3.12	Dec-05
21	DNSC Safety Shoe Policy	1005-3.13	Dec-05
22	DNSC Confined Spaces Policy	1005-3.14	Dec-05
23	DNSC Occupational Safety and Health Regulations for Tannin	1005-3.15	Dec-05
24	DNSC Environmental Safety and Occupational Health Plan for 2005	1004-3.2	Dec-05
26	Table 6, Structure and Responsibilities Matrix	1006-3.1; 1007-3.2	Dec-05
28	DNSC's ESOH Document Control Procedure	1010-3.1	Sep-05
29	Document Review/Revision Matrix	1010-3.3	Sep-05
30	DNSC Spill Prevention Control and Countermeasures Plan	1011-3.1	Sep-05
31	DNSC Pollution Prevention Plan	1011-3.2	Sep-05
32	Depot Pollution Prevention and Recycling Procedure	1011-3.3	Sep-05
	Storm Water Pollution Prevention Plans a) Baton Rouge; b) Binghamton;	1011-3.4	May-05

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Controlled Documents on *I Am The Key:*

- Will be the current version.
- Will have a version date at the top right of the page.
- Will have the following disclaimer at the bottom of the page, to warn users of paper copies that the paper copy may not be current:

CAUTION

Hard copies of this document may not be the current version. Refer to the "I Am The Key" link on DNSC's Home Page to verify the current version, using the "version" date found on the document.

Controlled Documents and More….

Are available in the blue “navigation bar” on the left side of the ***I Am The Key*** website:

- Environmental Policies
- Safety and Occupational Health Policies
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- Operations Policies
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Environmental Policies

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The following sections describe the DNSC and its mission, and present the DNSC's ESOH Policy Statement. The centerpiece to DNSC's ESOHMS is the Interpretive Guidance Document (IGD), which is based upon ISO 14001:2004 - "Environmental Management Systems - Specification with Guidance for Use" and Occupational Health and Safety Assessment Series (OHSAS) 18001 -

Safety and Occupational Health Policies

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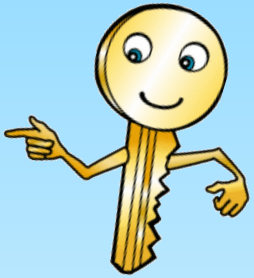
Other Types of Documents - *Records*

- Records are documents stating results achieved, or evidence of activities performed.
- Records do not need to be controlled and may include plans and procedures that are retained for historical purposes.
- These documents will be included within file cabinets or within shelves that are labeled: *"These files contain certain documents that are found in the ESOHMS IGD and may not be the current version. Refer to DNSC's ESOHMS web page (www.iamthekey.com) for current versions of these documents."*
- They may also be stamped "Obsolete- retained for historical purposes."

A Note of Thanks:

- Thank you for your time and attention.
- Remember also that each of us is ***the key*** to successful implementation of DNSC's environmental, safety and occupational health policies and our ESOHMS.



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We Welcome Your Questions and Comments!

- Please forward any comments or questions on this presentation to your supervisor or Kevin Reilly/Steve Surface.
- Your supervisor, Kevin or Steve will obtain answers to your questions for you, and we will incorporate that information into future presentations, as part of the ESOHMS continual improvement goal.